



Mileage Reimbursement Pay Schedule

Dear Maine Beneficiary:

Enclosed please find a blank voucher with this letter. Feel free to make as many copies of the voucher as you need. **To ensure your driver is paid, your doctor/counselor must sign the voucher confirming your attendance at your appointment.**

Here's how it works:

***All routine trip requests must be called in 48 hours (two business days) prior to appointment**

1. When you call to schedule a reservation, you will be given a job/trip number.
2. Please confirm with the reservation specialist, that the correct person will be reimbursed. This includes the name, and address of the payee.
3. Write the job/trip number and the trip date on the voucher.
4. Fill in all blanks **except** the physician/clinician signature space.
5. Bring the voucher with you to your appointment and have the doctor or counselor sign it.
6. If you go more than once a month you can put several trips on one form.
7. **Only the person you designated as the "person to be paid" when you set up your reservation will be paid. If you have multiple people being paid, you must submit a separate form for each person.**
8. **Reimbursement request must be made no later than 60 days after you appointment date or it will not be processed.**
9. Mail the signed form to:

LogistiCare Claims Department-Maine
P.O. Box 248
Norton, VA 24273

For question about your mileage reimbursement claim call: Phone: 877-659-1308

Checks are mailed according to the following schedule:

Vouchers Due To Claims Office By	Check Is Mailed To You		Vouchers Due To Claims Office By	Check Is Mailed To You
10/01/2012	10/15/2012		05/17/2013	06/03/2013
10/16/2012	11/01/2012		05/31/2013	06/17/2013
10/30/2012	11/15/2012		06/14/2013	07/01/2013
11/16/2012	12/03/2012		07/01/2013	07/15/2013
12/03/2012	12/17/2012		07/18/2013	08/01/2013
12/17/2012	01/02/2013		08/02/2013	08/15/2013
12/31/2012	01/15/2013		08/16/2013	09/03/2013
01/16/2013	02/01/2013		08/30/2013	09/16/2013
01/30/2013	02/15/2013		09/13/2013	10/01/2013
02/13/2013	03/01/2013		09/30/2013	10/15/2013
02/27/2013	03/15/2013		10/15/2013	11/01/2013
03/15/2013	04/01/2013		10/31/2013	11/15/2013
03/29/2013	04/15/2013		11/15/2013	12/02/2013
04/15/2013	05/01/2013		12/02/2013	12/16/2013
05/02/2013	05/15/2013		12/16/2013	01/02/2014

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